

PURCHASING AGENT

PURPOSE: Direct the activities of the Purchasing Division to support the goals of the organization and to ensure that purchases are made fairly, expeditiously, and competitively.

FUNCTIONAL AREAS:

1. Develop procurement policies and direct all purchasing activities for the City and its Authorities according to established national purchasing ethics and as required by legislation, charter and codes.
 - * A. Act as liaison between the City, Authorities, employees and eligible vendors regarding any procurement matter.
 - * B. Research suppliers using available resources, participate in meetings with supplier representatives as practical, analyze bids, and select and approve qualified vendors to develop a computer-generated approved e-mail list.
 - * C. Review requisitions, develop complex bids for goods and services as applicable, obtain and process required documents and contracts, arrange for preparation of resolutions as required by charter, and issue purchase orders with complete requirements.
 - * D. Facilitate and guide the negotiation process of major purchasing contracts involving capital equipment, materials, supplies and services within approved budget limitations.
 - * E. Approve or reject bids or proposals according to terms and conditions, specifications and descriptions, and other City of Duluth requirements.
 - * F. Coordinate like procurements from multiple departments to gain price advantages.
 - * G. Arrange for disposal of surplus scrap, materials, goods, and equipment through competitive public sales, trade-ins, or other contract processes.
 - * H. Implement necessary corrective actions where City charter, City codes, or State policies are not followed.
2. Advise and assist City departments and Authorities in making purchasing decisions.
 - A. Promote and maintain a close working relationship with all City departments and Authorities.
 - * B. Train departments in the procurement process, delegate, where warranted, the informal/simplified bidding process, and audit responsibility and accountability via the final requisition process for adherence to charter and codes, processes, prices, quantities, quality, purpose, and savings.
 - * C. Inform superiors of any unusual developments that may impact decisions.
3. Maintain close contact with vendors, purchasing and business professionals, and department directors to keep apprised of market conditions and other possible developments that can affect future procurements.
 - A. Serve as liaison to share valuable information, and to obtain information to provide answers to end users regarding future procurements; i.e., production, new trends, quantities, lead times, etc.
 - B. Acquire knowledge regarding changes and trends by reading articles and publications.

- * C. Monitor and evaluate vendor performance, including conducting follow-up with vendors and city departments as needed.
 - D. Maintain good rapport between vendors and end users within departments.
4. Administer operations of the Purchasing Division and perform related duties as directed.
- A. Prioritize day-to-day workload for staff and self to maximize daily output.
 - * B. Provide staff training and perform staff evaluations; communicate goals for each employee, provide coaching, and review progress annually or more often if needed.
 - C. Conduct staff meetings as appropriate.
 - D. Conduct sessions with departments as needed to obtain their input on performance of the Purchasing Division.
 - E. Determine work schedules, and authorize leaves and time off.
 - F. Participate in hiring decisions by serving on interview committee and making hiring recommendations.
 - G. Prepare yearly budgets for approval, and monitor expenses to ensure budget adherence.
5. Collaborate with MIS and City Auditor's Office to enhance automation needs of the purchasing processes within the City's current financial system.
- A. Participate in routine meetings with MIS and City Auditor's Office to address and identify problems encountered within the City's current financial system program.
 - * B. Recommend modifications to improve the purchasing module, present recommendations to MIS for presentation to representatives of the City's current financial system and for open discussion.
 - * C. Maintain and expand the qualified vendor bid list and bid automation portion of the procurement module to enable direct e-mail bid information.
 - * D. Coordinate with MIS to provide departmental training and disseminate information for use of the current automated requisition processes as needed.

JOB REQUIREMENTS

Education & Experience Requirements

- † A. Four-year degree in Business Administration, Public Administration, or a closely related field; plus at least four years of verifiable purchasing experience, including two years performing highly responsible administrative work; OR
- † B. Eight years of verifiable purchasing experience, including two years performing highly responsible administrative work.
- † C. Supervisory management experience preferred.
- † D. Experience described above with public or government entity and/or proven accreditation with government purchasing organization a plus.

Knowledge Requirements

- † A. Extensive knowledge of business principles, techniques and practices, with added working knowledge of government entities.
- † B. Knowledge of accepted supervisory and management principles and practices.
- † C. Knowledge of governmental accounting and budgeting practices.
- † D. Knowledge of advanced computer applications and programs and use of internet websites.

Skill Requirements

- †__A. Analytical skills with demonstrated ability to apply them.
- † B. Good organizational skills.
- † C. Skill in working on multiple projects simultaneously.

Ability Requirements

- † A. Ability to evaluate and compare product specifications, contract details, and cost elements of a bid proposal.
- † B. Ability to research and compare product quality, performance, options, and specification alternatives with departmental requirements.
- † C. Ability to work independently with little supervision.
- † D. Ability to prioritize daily work loads and to provide effective staff supervision.
- † E. Ability to communicate and work effectively with other employees, businesses, public officials, and the general public.
- † F. Ability to prepare and present effective oral and written reports.
- † G. Ability to work under pressures of time constraints and conflicting demands.
- † H. Ability to transport oneself to and from various meeting locations, job sites and project sites as necessary.
- † I. Ability to attend work on a regular basis.

*Essential functions of the position

†Job requirements necessary on the first day of employment

Analyst: JA	Class # 1336	Union: Supervisory	Pay: 1100
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EEO Funct: Admin/Finance		EEO Cat: Official/Administrator	